



Superior Court of California
County of Calaveras

COURT PROGRAM MANAGER

POSITION SUMMARY

Under general supervision, provides assistance to Civil Grand Jury, Judicial Officers, Executive and Management Team, and other departments as needed. Performs duties in support of a specialized court program and/or manages multiple court projects within one or more specialized programs; may supervise the work of technical and/or clerical staff.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Court Clerk classifications in that the latter performs a variety of legal processing, courtroom public contact and general clerical support duties, whereas this class performs a variety of complex, advanced level court program support duties at an advanced level of responsibility.

EMPLOYMENT AT WILL:

The Court Program Assistant classification is established as an “at will” position. The Court has the right to terminate the employment of any incumbent in this position at any time, with or without advance notice, and with or without cause.

SUPERVISION RECEIVED AND EXERCISED

This classification is at-will and receives general direction from the Court Manager.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Employee must have proficient knowledge of:

- Specialized court program functions and practices.
- General organization, purpose and functions of the judicial branch.
- Techniques for gathering, compiling, analyzing and presenting information verbally and in writing.
- Correct English usage for independent composition of reports and correspondence.
- Basic principles of mathematics including percentages, means, medians and other elementary statistical measures may be required of some positions.
- Court case management system(s) used in one or more case types.

Employee must have the following skills and abilities:

- Supervise, direct, motivate, and evaluate the work of assigned staff.
- Communicate effectively in English orally and in writing including the ability to communicate technical information in a clear and understandable manner.
- Establish and maintain cooperative working relationships with judicial officers, court managers, staff, peers, supervisors, government officials, attorneys, clients, vendors and the public.
- Think logically and organize thoughts and work priorities to accomplish work efficiently.
- Work independently; prioritize projects based on program/division objectives; manage and/or coordinate projects involving participants from other divisions or agencies.
- Generate enthusiasm and support of a program's objectives.
- Understand, use, and explain Court-specific computer applications to create reports, generate statistics, and prepare graphics.
- Understand and communicate case flow processes and information, including use of technology and case management systems to create accurate court records.
- Travel to locations within the county and/or to other jurisdictions may be required for some assignments.
- Work with others to find mutually agreeable solutions to problems.
- Use excellent judgment in dealing with confidential or sensitive information.

Employee must have and maintain the following certifications / licenses:

- a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

Employee must not contribute to or create a hostile work environment:

- a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
- b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.

Employee must have the following minimum experience or training:

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

Five years of progressively responsible experience in a trial court, public agency, non-profit or criminal justice agency which would have applied the knowledge and abilities described above. Some assignments may require additional specific experience unique to the assignment.

Successfully completed accredited college or university courses in a discipline used in the specific court program such as judicial, business or public administration, communications, psychology, behavioral science, computer science/information technology, etc.) may be substituted for the experience requirement on the basis of three semester units or equivalent equaling three months of experience.

TYPICAL PHYSICAL REQUIREMENTS (With or Without Reasonable Accommodation)

- Ability to use a personal computer and its peripherals including keyboarding, mouse and monitor use for extended periods of time.
- Ability to grasp and manipulate files.
- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court;
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication;
- Lift boxes of stored documents weighing up to 30 pounds.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES:

- Primary responsibility is to manage the New Odyssey Case Management System;
- Provide administrative support to the Executive Support Unit, Civil Grand Jury, Judicial Officers, Executive and Management Team, and other departments as needed;
- Draft and edit a variety of business documents (e.g., correspondence, memoranda, reports, forms, legal documents, instructions, spreadsheets, etc.);
- Perform Court Clerk duties as needed.
- Responsible for statistical reports.
- Coordinate meetings and events, maintain appointment calendars and travel arrangements and process travel expense claims, assist Judicial Officers with travel arrangements;
- Manage video conferencing and conference calls;
- Assists and cooperates with the cross-training of other Court Clerks.
- Other duties as assigned.